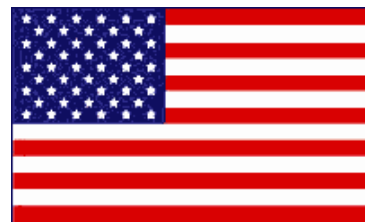




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics*  
*Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)  
Hillsboro, OR East Portland, OR*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>MP-10-0234-SJ</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Supervisory Civilian Pay Tech GS-0544-08/09 \$45,289 to \$65,023 per annum (Based on full-time employment)</b>	3. <u>Tour of Duty</u>  <b>8am-4:30pm M-F</b>	4. <u>Duty Station</u>  <b>Human Resources, Portland, OR</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-273-5236</b>	7. <u>Opening Date</u>  <b>09/15/2010</b>	8. <u>Closing Date</u>  <b>10/05/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the Interchange Agreement and Nationwide VA
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Schedule A and other special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
  - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.

Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include managing and supervising payroll functions, reviewing and certifying special pay entitlements such as final salary payments to beneficiaries of deceased employees, salary withholdings for alimony, child support, bankruptcy, garnishments, and out-of-system payments submitted by Payroll staff, reviewing and certifying complex pay adjustments prepared by Payroll staff..

### MAJOR DUTIES:

Managing and supervising payroll functions for a large, complex medical center containing 4000 Federal employees. Oversight of salary payment; final salary payments to beneficiaries, salary withholdings for alimony, child support, bankruptcy, garnishments. Reviews and certifies complex pay adjustments prepared by Payroll Section staff which may involve transfers between pay systems differing in pay, leave and benefit entitlements and which may be retroactive over an extended period of time, completing complex and unique payroll actions. Responsible for developing and maintaining records for annual unit timekeeper training program and conducting annual audit of unit timekeepers to assure conformity with regulations. Providing training and technical guidance to Payroll Technicians in all phases of payroll and is the point of contact for the most complex payroll cases and questions.

(Continued on next page)

## **THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

### **QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0544, Civilian Pay Tech series apply and may be reviewed in the Human Resources Management Service office or at the following link: <http://www.opm.gov/qualifications/Standards/index-Standards.asp>. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** GS-8: Applicants must have at least one year of specialized experience at or above the GS-7 grade level in Federal Service (or equivalent) performing such tasks as managing and supervising payroll functions, reviewing and certifying special pay entitlements such as final salary payments to beneficiaries of deceased employees, salary withholdings for alimony, child support, bankruptcy, garnishments, and out-of-system payments submitted by Payroll staff, reviewing and certifying complex pay adjustments prepared by Payroll staff which may involve transfers between pay systems differing in pay, leave and benefit entitlements and which may be retroactive over an extended period of time, completing complex and unique payroll actions and carrying out special assignments in support of Pay and Wage surveys also responsible for developing and maintaining annual unit timekeeper training program and maintaining schedule for annual audit of unit timekeepers to assure conformity to regulations, and providing training and technical guidance to Payroll Technicians in all phases of payroll and acting as reference point for the most complex payroll cases and questions.

GS-9: Applicants must have at least one year of specialized experience at or above the GS-8 grade level in the Federal Service, or its equivalent, performing such tasks as managing and supervising payroll functions, reviewing and certifying special pay entitlements such as final salary payments to beneficiaries of deceased employees, salary withholdings for alimony, child support, bankruptcy, garnishments, and out-of-system payments submitted by Payroll staff, reviewing and certifying complex pay adjustments prepared by Payroll staff which may involve transfers between pay systems differing in pay, leave and benefit entitlements and which may be retroactive over an extended period of time, completing complex and unique payroll actions and carrying out special assignments in support of Pay and Wage surveys also responsible for developing and maintaining annual unit timekeeper training program and maintaining schedule for annual audit of unit timekeepers to assure conformity to regulations, and providing training and technical guidance to Payroll Technicians in all phases of payroll and acting as reference point for the most complex payroll cases and questions.

Specialized experience includes, but is not limited to managing and supervising a complex payroll function involving Federal Title 5 and or Title 38 pay. Reviewing and certifying special pay entitlements such as final salary payments to beneficiaries of deceased employees, salary withholdings for alimony, child support, bankruptcy, garnishments, and out-of-system payments submitted by Payroll staff, reviewing and certifying complex pay adjustments prepared by Payroll staff.

**Substitution of Education for Experience:** Education can't be substituted for experience at the grade levels of this position..

### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.***

1. Ability to supervisor a Federal Payroll Section and review the work performed by subordinate employees and timekeepers.
2. Knowledge of an ability to apply statutory Federal Pay regulations as those regulations relate to all aspects of pay including shift/weekend differential; hours of duty; physician/dentist pay; part-time physician reconciliations and other complex pay issues.
3. Knowledge of employee in processing and the relationship with Payroll and processing mandates/timeframes for each function.
4. Ability to supervise, motivates, direct, and reviews the performance of subordinates in Federal Payroll processing.
5. Knowledge of Payroll records management guidelines, policies and procedures and oversight reviews.

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future. Applicants without prior federal service will be appointed at step one of the grade.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Relocation Incentive may be authorized

Recruitment Incentive may be authorized

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

### **Portland VAMC Permanent employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 10/04/2010)
3. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **Other VA Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Latest two performance appraisals

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 10/05/2010 (except as noted above).** Application forms may be obtained in Human Resources Management Service or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: MP-10-0234-SJ**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays).**